

PHTA Education Partner Program Agreement



**POOL &
HOT TUB
ALLIANCE**

EDUCATION PARTNER

Welcome to the PHTA Education Partner Program. This program provides students with training options to earn the continuing education credits necessary for our certification programs. We are excited to share your expertise to raise the level of professionalism in the industry.

PHTA is recognized as an Accredited Provider by the International Association of Continuing Education and Training (IACET), which requires compliance with the IACET/ANSI Standard.

By submitting this application, you pledge to provide training which meets or exceeds the IACET standard. In addition, approved education partners must maintain the necessary records to support the use of coursework toward certification programs and pay an annual fee.

Guidelines on what qualifies for CE credits are stated below.

PROCESS OVERVIEW

The PHTA Education Partner (EP) will submit a

- **Program Proposal**

<https://www.phta.org/pub/?id=A20CF154-1866-DAAC-99FB-3759EAE856F8>

- **Instructor Form**

<https://www.phta.org/pub/?id=A21AAE57-1866-DAAC-99FB-C4362C6F92C4>

Upon approval, the EP must submit a detailed outline of the program content to PHTA for review. PHTA's education department will review the outline and provide any necessary feedback within fifteen business days. If required, the EP must submit a corrected Program Proposal form.

EP shall submit proposed programs using the EP Program Proposal and pay an annual fee.

- Manufacturers - \$2500
- Meetings and Events (All classes) - \$1500
- Chapters (all events) - \$500

If you are unsure what tier your educational offerings fall into, please email kjunkers@phta.org.

Upon Program Proposal and Instructor Form approval, the EP must submit a detailed outline within fifteen business days of receipt.

PHTA staff reviews the outline and provides any suggested edits within fifteen (15) business days of receipt. If edits are required, the EP must return a corrected outline within fifteen (15) business days of receipt.

Once the outline is finalized, the EP must submit the presentation using the provided PHTA slides, along with sample handout(s) and any additional supplemental materials within twenty business days. PHTA will review, comment and approve or suggested revisions. Review will consider accuracy, consistency of educational standards, and IACET regulations.

Upon presentation and handout review, any significant changes will be provided to the EP. Approval or suggested edits will be supplied within fifteen (15) business days.

The EP must submit rosters to PHTA, electronically (spreadsheet), within ten (10) business days following an event. The roster must include at minimum the contact name, company, address, city, state, zip, country, phone, and email.

PHTA reserves the right to reject any proposed joint program for any reason.

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PHTA Education Partner Program

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PROGRAM GUIDELINES

Education Partners will be responsible for tracking attendance and identifying missing registered students, late attendees, and attendees leaving early. The EP is also responsible for collecting the evaluations and forwarding them to PHTA within ten (10) business days from the conclusion of the event. For classes with 20 or more students, the EP must employ a separate room monitor to track attendees, identify missing students, collect evals and ensure they get to PHTA in a timely fashion.

Please note:

1. Students may not receive credit for partial attendance of a program.
2. Students may not receive credit until an evaluation is submitted.
3. Any EP that has modified or destroyed evaluations is subject to termination of the partnership.

EP programs shall be free of sales and marketing bias and must not contain promotional material or content. EPs shall limit the use of their own logos to the first presentation slide only.

EPs shall conclude each program with a review of the learning objectives and collection of evaluations using a template to be supplied by PHTA.

MARKETING SUPPORT

Company _____

Contact _____

Title _____

Phone _____ E-Mail _____

On behalf of the Company, I agree to the terms outlined in this agreement.

Authorized Signature _____ Date Signed _____

PHTA INFORMATION

Jeanne Mendelson

PHTA Vice President, Education & Events
703.838.0083 x179 / jmendelson@phta.org

PARTNER PROMOTIONS

1. PHTA will assist in promoting EP programs on website, social media and e-newsletters.
2. EP shall promote PHTA by using a PHTA logo in all advertising related to the joint programs.
3. EP shall identify joint programs with their and PHTA's logos.

ACREEMENT

The Education Partner ("EP") shall sign this Education Partner Program Agreement ("EP Agreement") which is valid for one (1) year.

The EP Agreement may be terminated without penalty by either party for any reason, including but not limited to, breach of this agreement, conflict of interest, or IACET conflict. If the EP Agreement is terminated for any reason or expires, the EP shall cease advertising the EP relationship within thirty (30) days, and destroy printed materials noting the EP relationship within thirty (30) days.

The primary contact listed below should be the person responsible for coordination of details, submittal of presentations and materials, collection of evaluations, and general communication with PHTA staff.

Katie Wilke Junkers

PHTA, Director of Education
920.945.0546 / kjunkers@phta.org